



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number
0-11

Work Assignment

☒ Original ☐ Amendment Number:

Contract Number
EP-W-10-002

Contract Period
Base ☒ Option Period Number

Title of Work Assignment
INTERAGENCY CLIMATE CHANGE
ADAPTATION TASK FORCE: FLEXIBLE
FRAMEWORK REPORT

Contractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance
From: 09/02/10 To: 10/15/10

Comments:
Work Assignment Initiation.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 4)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee: LOE:

Previously Approved

This Action:

Total \$0.00 936

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: \$0.00 LOE: 936

Work Assignment Manager Name

SCOTT M. FONTENOT

(Signature)

(Date)

Branch/Mail Code 1807T

Phone Number 202-566-2236

Fax Number

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: 0-11

Summary Information

Title: INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE:
FLEXIBLE FRAMEWORK REPORT
Period of Performance: From: 09/02/10
To: 10/15/10
Award Date:
Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: SCOTT M. FONTENOT
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 1807T
Phone Number: 202-566-2236
Fax Number:
E-Mail Address: fontenot.scott@epa.gov

Attachments

Attachment Name

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK
REPORT

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: C-11

Work Assignment SOW

Title: Interagency Climate Change Adaptation Task Force: Flexible Framework Report

Contractor: IEC, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 0-11

Estimated Period of Performance: Date of issuance to October 15, 2010

Estimated Level of Effort: 936 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Scott Fontenot
OPEI/IPD (1807T)
202/566-2236
202/566-2200 (fax)

Contract Level COR:

Cathy Turner
OPEI (1805T)
202/566-0951
202/566-3001 (fax)

Background and Purpose:

The Council on Environmental Quality (CEQ), in conjunction with the White House Office of Science and Technology Policy (OSTP) and the National Oceanic and Atmospheric Administration (NOAA), administers the Interagency Climate Change Adaptation Task Force, an interagency body comprising senior leadership from over 23 federal departments, agencies and offices. When President Obama signed the Executive Order focused on Federal Leadership in Environmental, Energy, and Economic Performance in October 2009, he called on the Task Force to report to him within one year on what Federal agencies are doing to support a national climate change adaptation strategy, and what more the Federal Government should be doing.

The Task Force formed workgroups to consider the capabilities of the Federal government to respond to the impacts of climate change on various critical sectors, institutions, and agency mission responsibilities. These workgroups are focused on topics including water resources, science inputs to adaptation policy, agency adaptation planning, insurance, international resilience, public health, urban areas, and communications. Building upon the outputs of the workgroups, the Task Force will submit a report to the President in October 2010. Additionally, the work of the Task Force, and the Federal government approach to adaptation, will continue to evolve to better integrate activities, ensure coordination and collaboration, and harness the full capabilities of government.

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: 0-11

The Agency Adaptation Planning Workgroup of the Task Force is co-chaired by EPA and is producing the "Flexible Framework" report for adaptation planning for federal agencies. The Flexible Framework will be useful to planners at other levels of government as well. Additionally, other workgroups of the Task Force are producing reports that may be released to the public.

This statement of work is for publishing services to support the Task Force.

The purpose of this WA is to publish certain key workgroup documents in print and/or online. The objective is a clear, well-informed, and widely-available document detailing a flexible framework for climate adaptation by federal agencies.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1

- 1a. **Workplan within 15 calendar days of receipt of work assignment.**
- 1b. **Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 - Prepare the Flexible Framework document for publication (SOW Ref. Element 1, Page 1-6)

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: 0-11

Using the Flexible Framework document developed by CEQ which is a 20 page draft document with 80 pages of indices, the contractor shall copyedit the document, make recommendations on text changes to ensure that the document is in "plain English" and accessible to non-specialists, professionally format the document, and prepare for publication. The WA COR will provide the Flexible Framework document to the contractor within five (5) days of the Work Assignment approval.

Deliverables and schedule under Task 2

2a. The contractor shall submit the revised draft document to the WA COR for review by the CEQ within 30 days of receipt of the original Flexible Framework document.

2b. The contractor shall be prepared to make up to 3 revisions to the draft document and the WA COR will issue Technical Direction (TD) when the draft document is final.

2c. The contractor shall prepare a "camera-ready" version of the Flexible Framework document for publication within 14 days of receipt of final CEQ edits from the WA COR on the draft.

Task 3 - Create an online tool based upon the Flexible Framework (SOW Ref. Element 1, Page 1-6)

As directed by the WA COR the Contractor shall work with CEQ to develop a conceptual method of turning the Flexible Framework into an online tool to be used primarily by Federal agencies but also available to assist entities at other levels of government with adaptation planning. The online tool should be interactive, efficient and easy to use by Federal agencies in partnership with the public, and able to be updated as needed through the Contractor or another entity at a later date.

Deliverables and schedule under Task 3

3a. Online tool within 45 days of receipt of CEQ edits on the revised Flexible Framework document.

Task 4 - Prepare workgroup reports for publication (SOW Ref. Element 1, Page 1-6)

Upon receipt of a draft CEQ workgroup report from the WA COR, the Contractor shall copyedit the document, make recommendations on text changes to ensure that the document is in "plain English" and accessible to non-specialists, professionally format the document, and prepare for publication.

Deliverables and schedule under Task 4

4a. The contractor will submit the revised draft document to the WA COR for CEQ review within 21 days of receipt of the original draft.

4b. The contractor shall prepare a "camera-ready" version for publication within 7 days of receipt of CEQ edits on the draft from the WA COR.

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: 0-11

Task 5 - Quick turnaround tasks (SOW Ref. Element 1, Page 1-6)

In support of this work assignment, the Contractor shall complete quick turnaround tasks as needed. This may include but is not limited to reviewing, formatting, and preparing for publication other documents or reports by the Task Force or its workgroups. The WA COR will provide up to 5 requests for quick turnaround tasks in written technical direction.

Deliverables and schedule under Task 5

5. Quick turnaround tasks shall be completed within 14 days of receipt of WA COR written technical direction.

United States Environmental Protection Agency
Washington, DC 20460Work Assignment Number
0-11

Work Assignment

☐ Original ☒ Amendment Number: 1Contract Number
EP-W-10-002Contract Period
Base X Option Period NumberTitle of Work Assignment
INTERAGENCY CLIMATE CHANGE
ADAPTATION TASK FORCE: FLEXIBLE
FRAMEWORK REPORTContractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan ApprovalPeriods of Performance
From 09/02/10 To 10/15/10

Comments:

The purpose of this amendment is to approve the Contractor's Work Plan dated September 24, 2010.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period	Cost/Fee	LOE
Previously Approved	\$0.00	936
This Action	\$71,294.02	(238)
Total	\$71,294.02	698

Work Plan / Cost Estimate Approvals

Contractor WP Dated 09/24/10	Cost/Fee: \$71,294.02	LOE: 698
Cumulative Approved	Cost/Fee: \$71,294.02	LOE: 698

Work Assignment Manager Name

SCOTT M. FONTENOT

Branch/Mail Code 1807T

Phone Number 202-566-2236

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: 0-11, Amendment: 0001

Summary Information

Title: INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE:
FLEXIBLE FRAMEWORK REPORT

Period of Performance: From: 09/02/10
To: 10/15/10

Award Date: 09/02/10

Total Funding:

WA Totals

The following item(s) have been added:

Category	POP	Amount
-----	-----	-----
Estimated Cost	Base Pd.	(b)(4)
Fixed Fee	Base Pd.	

WA Classification

The following changes have occurred:

The Labor Hour Ceiling has changed from 936 to 698.

Unit: United States Environmental Protection Agency
Washington, DC 20460Work Assignment Number
0-11**Work Assignment**☐ Original ☒ Amendment Number 2Contract Number
EP-W-10-002Contract Period
Base X

Option Period Number

Title of Work Assignment
INTERAGENCY CLIMATE CHANGE
ADAPTATION TASK FORCE: FLEXIBLE
FRAMEWORK REPORTContractor
INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 09/02/10

To: 11/18/10

Comments:

The purpose of this amendment is to extend the Period of Performance on this Work Assignment from October 15, 2010 to November 18, 2010.

☐ Superfund**Accounting and Appropriations Data**☒ Non-Superfund

Line	DC (Max 5)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee	LOE
Previously Approved	\$71,294.02	698
This Action	\$0.00	0
Total	\$71,294.02	698

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
Cumulative Approved:	Cost/Fee: \$71,294.02	LOE: 698

Work Assignment Manager Name

SCOTT M. FONTENOT

Branch/Mail Code 1807T

Phone Number 202-566-2236

Fax Number

(Signature)

(Date)

Project Officer Name

CATHERINE J. TURNER

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

BRADLEY R. AUSTIN

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan: (Signature and Title)

Date

INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE: FLEXIBLE FRAMEWORK REPORT

Contract: EP-W-10-002, Work Assignment: 0-11, Amendment: 0002

Summary Information

Title: INTERAGENCY CLIMATE CHANGE ADAPTATION TASK FORCE:
FLEXIBLE FRAMEWORK REPORT

Period of Performance: From: 09/02/10
To: 11/18/10

Award Date: 09/02/10

Total Funding:

WA Classification

The following changes have occurred:

The Anticipated Expiration Date has changed from 10/15/10 to 11/18/10.